

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

October 4, 1988

ALL-COUNTY LETTER NO. 88-133



TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: GAIN NOVEMBER UPDATE

REFERENCE: ALL-COUNTY LETTER NO. 88-109, ALL-COUNTY INFORMATION  
NOTICE 107-86

The purpose of this letter is to transmit the requirements for the November Update of the Greater Avenues for Independence (GAIN) Program.

The objective of the November Update is to provide updated information on how the GAIN Program is operating in the County. This includes an update of the needs of the GAIN participants, the local labor market, the availability of services and the delivery of services as required by Manual of Policies and Procedures (MPP) 42-720.2 and .3. This process also affords Counties the opportunity to provide information on how the current operation of the GAIN Program compares to the anticipated operation as contained in the initial approved County Plan. As indicated in All-County Letter (ACL) 88-109, dated August 29, 1988, Counties should also use this Update to provide information on any operational changes made as a result of the passage of Assembly Bill (AB) 1819 and/or the reduced funding availability for Fiscal Year (FY) 1988/89.

In completing the November Update, it will not be necessary for Counties to submit a new Labor Market Needs Assessment or a new Participant Needs Assessment. It will be necessary for Counties to provide information on program areas that have changed since approval of the initial County Plan, or that will change during the FY 1988/89 Plan Year. For example, as Counties have completed phase-in of the initial group of participants (e.g., existing recipients of Aid to Families with Dependent Children), the characteristics and needs of the participants anticipated for FY 1988/89 may differ from those of the initial group; the types of entry-level jobs, and related skills needed in the local labor market may have shifted; the available community resources may have increased or decreased; or the methods in which GAIN services are delivered may have changed. If no change has occurred in a given area, or if a County has previously submitted Plan modifications, only a statement to that effect will be needed.

Because Counties are in various stages of implementation, the Update requirements have been divided into three County groups:

- Counties which began program operations prior to July 1, 1987;
- Counties which began program operations between July 1, 1987 and June 30, 1988; and,
- Counties which began, or will begin, program operations on or after July 1, 1988.

The requirements for each group are listed below.

Prior to July 1, 1987

Counties in this group are requested to submit updated information on changes in any of the program areas listed below. We are also requesting that the Update include an analysis of how the current operation of the program compares to the anticipated operation contained in the initial approved Plan, including participation rates and child care usage. The information used for the Update should be as current as possible but not older than one year.

Participant Needs Assessment - In analyzing the current needs of the participants, the Update should address participants' education, training and supportive services needs based on the County's actual experience to date. The needed information can be gathered through GAIN case file reviews, participant surveys or other available resources. Please identify the method used to obtain the information.

Child Care Needs Assessment - The Child Care Needs Assessment (CCNA) should include updated information on the available child care in the County, the number of child care slots that need to be developed, if any, to meet the identified need and the method by which the County proposes to develop the needed slots. The GAIN statute and regulations require coordination with the local Resource and Referral agency in assessing and developing needed child care.

In developing updated child care needs information, the Update should also include a description of the County's child care usage patterns; i.e., the percentage of participants not requesting child care and the percentage of participants utilizing licensed vs. exempt child care.

Labor Market Needs Assessment - In analyzing the current need of the labor market, Counties should identify any changes in the types of entry-level jobs for which there is a demand. This information should include a description of the required training/education needed to compete for the jobs and how these

requirements compare to the training/education needs of the participants. In completing this portion of the Update, Counties should utilize data from the Employment Development Department's Employment Data and Research Division (E D and R), the local Private Industry Council and other local agencies. A telephone listing of the E D and R area analysts is attached.

Inventory of Available Services/Unmet Services Needs - The Update should include updated information on the availability of services that will be used during the FY 88/89 Plan Year. For those services that will be needed, but are not currently available, the Update should include a description of how the County intends to acquire the needed services.

Delivery of Services - Counties should include a description of the current Delivery of Services (DOS) (i.e., how the various components are being operated and by whom), how the DOS may have changed from the initial approved County Plan and any anticipated changes for the FY 1988/89 Plan Year. Information that should be included in the DOS Update includes, but is not limited to:

- a description of the current actions taken by the County to reduce program no-shows and any changes that are anticipated in the FY 88/89 Plan Year;
- a description of the processes used for making participant referrals to education, training and supportive service providers, identification of any problems with such processes and any anticipated changes during the FY 88/89 Plan Year; and,
- a description of the methods utilized for receiving participant progress reports from education and training providers, identification of any problems in receiving such reports, and any anticipated changes for the Plan Year.

In addition, if any service delivery methods are working better than anticipated or are innovative or unique, a description of such methods should be included in the Update.

#### July 1, 1987 - June 30, 1988

Counties in this group are requested to provide an analysis of how the program is currently operating as compared to how it was envisioned in the initial approved Plan. This information should include, but is not limited to, participation rates and child care usage.

### July 1, 1988 or After

Counties in this group are requested to provide information on any anticipated changes in the FY 88/89 Plan Year based on initial operating experiences.

### All Counties

#### AB 1819

With the passage of AB 1819, the order of caseload statutory reductions is revised. As discussed in ACL No. 88-109, dated August 29, 1988, Counties which received approval to make statutory reductions must immediately comply with the provisions of AB 1819. While the questionnaire included with ACL 88-109 provided basic information on County plans for phase-in and statutory reductions resulting from AB 1819, a description of any further operational changes made as a result of compliance with AB 1819 must be included in the Update.

#### Plan Approval Items

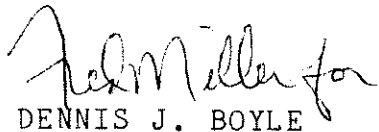
When Counties received approval of their initial County Plans, that approval was generally granted contingent on the County submitting a revised Plan which included all revisions agreed upon during the Plan review process. If the required revisions have not yet been submitted, the County Plan Update must include those revisions.

Ten copies of the County Plan Update are due to the GAIN and Employment Services Operations Bureau no later than November 1, 1988; the Update should be addressed to your County Operations Analyst. Copies of the Update will be shared with the following organizations:

Employment Development Department  
State Department of Education  
Chancellor's Office of the Community Colleges  
State Job Training Coordinating Council  
Job Training Partnership Office

The Update requirements contained in this letter supersede requirements contained in All-County Information Notice I-107-86, dated November 10, 1986.

If you have any questions regarding this letter, please contact your County Operations Analyst.

A handwritten signature in cursive script, appearing to read "Dennis J. Boyle".

DENNIS J. BOYLE  
Deputy Director

Attachment

cc: CWDA

EMPLOYMENT DEVELOPMENT DEPARTMENT  
EMPLOYMENT DATA & RESEARCH DIVISION  
LABOR MARKET INFORMATION SECTION

LISTING OF SUPERVISORS AND ANALYSTS BY COUNTY

COUNTY NAME	SUPERVISOR NAME	ANALYST NAME	PUBLIC TELEPHONE NUMBER	ATSS TELEPHONE NUMBER
ALAMEDA	RUTH KAVANAGH	EVELYN MCGILL	(415) 557 - 3128	597 - 3128
ALPINE	JOHN PANENKA	DAVE TANAKA	(916) 427 - 4954	466 - 4954
AMADOR	JOHN PANENKA	DAVE TANAKA	(916) 427 - 4954	466 - 4954
BUTTE	JOHN PANENKA	DAVE TANAKA	(916) 427 - 4954	466 - 4954
CALAVERAS	JOHN PANENKA	SPENCER WONG	(916) 427 - 4925	466 - 4925
COLUSA	JOHN PANENKA	CHUCK DANIEL	(916) 427 - 4923	466 - 4923
CONTRA COSTA	RUTH KAVANAGH	EVELYN MCGILL	(415) 557 - 3128	597 - 3128
DEL NORTE	JOHN PANENKA	RANDY ROBIN	(916) 427 - 4908	466 - 4908
EL DORADO	JOHN PANENKA	JIM MCCLELLAND	(916) 427 - 4932	466 - 4932
FRESNO	JERRY SHEA	JAY HOROWITZ	(213) 744 - 2513	623 - 2513
GLENN	JOHN PANENKA	CHUCK DANIEL	(916) 427 - 4923	466 - 4923
HUMBOLDT	ED CHAMPLIN	BOB MCLAUGHLIN	(415) 557 - 3174	597 - 3174
IMPERIAL	STEVE DIMITROFF	JACK NOWELL	(619) 237 - 7601	631 - 7601
INYO	JERRY SHEA	JOE SZALAJKO	(213) 744 - 2505	623 - 2505
KERN	JERRY SHEA	DAVE WOOLCOTT	(213) 744 - 2505	623 - 2505
KINGS	JERRY SHEA	JOE SZALAJKO	(213) 744 - 2505	623 - 2505
LAKE	JOHN PANENKA	DAVE TANAKA	(916) 427 - 4954	466 - 4954
LASSEN	JOHN PANENKA	MICHAEL PEARSON	(916) 427 - 4931	466 - 4931
LOS ANGELES	STEVE DIMITROFF	JERRY HAWBAKER	(213) 744 - 2507	623 - 2507
MADERA	JOHN PANENKA	ARTURO MANTECON	(916) 427 - 4930	466 - 4930
MARIN	RUTH KAVANAGH	CAMILLE JORDAN	(415) 557 - 3192	597 - 3192
MARIPOSA	JOHN PANENKA	ARTURO MANTECON	(916) 427 - 4930	466 - 4930
MENDOCINO	ED CHAMPLIN	DIANE GARRISON	(415) 557 - 0946	597 - 0946
MERCED	JOHN PANENKA	ARTURO MANETCON	(916) 427 - 4930	466 - 4930
MODOC	JOHN PANENKA	MICHAEL PEARSON	(916) 427 - 4931	466 - 4931
MONO	JERRY SHEA	JOE SZALAJKO	(213) 744 - 2505	623 - 2505
MONTEREY	ED CHAMPLIN	PHIL KOHLENBERG	(415) 557 - 3072	597 - 3072
NAPA	ED CHAMPLIN	PAAK-YIN TAM	(415) 557 - 1273	597 - 1273
NEVADA	JOHN PANENKA	RON JIMENEZ	(916) 427 - 4973	466 - 4973
ORANGE	STEVE DIMITROFF	DAN JOHNSON	(714) 558 - 4411	657 - 4411
PLACER	JOHN PANENKA	JIM MCCLELLAND	(916) 427 - 4932	466 - 4932
PLUMAS	JOHN PANENKA	SPENCER WONG	(916) 427 - 4925	466 - 4925
RIVERSIDE	JERRY SHEA	EDWARD CULP	(213) 744 - 2505	623 - 2505
SACRAMENTO	JOHN PANENKA	JIM MCCLELLAND	(916) 427 - 4932	466 - 4932
SAN BENITO	ED CHAMPLIN	PETER PAUL	(415) 557 - 3077	597 - 3077
SAN BERNARDINO	JERRY SHEA	EDWARD CULP	(213) 744 - 2505	623 - 2505
SAN DIEGO	STEVE DIMITROFF	JACK NOWELL	(619) 237 - 7601	631 - 7601
SAN FRANCISCO	RUTH KAVANAGH	CAMILLE JORDAN	(415) 557 - 3192	597 - 3192
SAN JOAQUIN	JOHN PANENKA	SPENCER WONG	(916) 427 - 4925	466 - 4925
SAN LUIS OBISPO	JERRY SHEA	DAVID WOOLCOTT	(213) 744 - 2505	623 - 2505
SAN MATEO	RUTH KAVANAGH	CAROL MARSHALL	(415) 557 - 3073	597 - 3073
SANTA BARBARA	JERRY SHEA	PETER FORCE	(213) 744 - 2051	623 - 2051
SANTA CLARA	ED CHAMPLIN	BOB MCLAUGHLIN	(415) 557 - 3174	597 - 3174
SANTA CRUZ	RUTH KAVANAGH	KATHY MECHEM	(415) 557 - 2149	597 - 2149
SHASTA	JOHN PANENKA	SUSAN FARRAR	(916) 427 - 4688	466 - 4688
SIERRA	JOHN PANENKA	CHARLES DANIEL	(916) 427 - 4923	466 - 4923
SISKIYOU	JOHN PANENKA	RANDY ROBIN	(916) 427 - 4908	466 - 4908
SOLANO	ED CHAMPLIN	PAAK-YIN TAM	(415) 557 - 1273	597 - 1273
SONOMA	ED CHAMPLIN	PAAK-YIN TAM	(415) 557 - 1273	597 - 1273
STANISLAUS	JOHN PANENKA	CARIDAD HOOD	(916) 427 - 4928	466 - 4928
SUTTER	JOHN PANENKA	RANDY ROBIN	(916) 427 - 4908	466 - 4908
TEHAMA	JOHN PANENKA	SUSAN FARRAR	(916) 427 - 4956	466 - 4956
TRINITY	JOHN PANENKA	CARIDAD HOOD	(916) 427 - 4928	466 - 4928
TULARE	STEVE DIMITROFF	JIM KIRCHGESSLER	(213) 744 - 2505	623 - 2505
TUOLUMNE	JOHN PANENKA	RON JIMENEZ	(916) 427 - 4973	466 - 4973
VENTURA	STEVE DIMITROFF	LINDA REED	(213) 744 - 2420	623 - 2420
YOLO	JOHN PANENKA	JIM MCCLELLAND	(916) 427 - 4932	466 - 4932
YUBA	JOHN PANENKA	RANDY ROBIN	(916) 427 - 4908	466 - 4908

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ED CHAMPLIN	BOB MCLAUGHLIN	HUMBOLDT	(415) 557 - 3174	597 - 3174
ED CHAMPLIN	BOB MCLAUGHLIN	SANTA CLARA	(415) 557 - 3174	597 - 3174
ED CHAMPLIN	DIANE GARRISON	MENDOCINO	(415) 557 - 0946	597 - 0946
ED CHAMPLIN	PAAK-YIN TAM	NAPA	(415) 557 - 1273	597 - 1273
ED CHAMPLIN	PAAK-YIN TAM	SOLANO	(415) 557 - 1273	597 - 1273
ED CHAMPLIN	PAAK-YIN TAM	SONOMA	(415) 557 - 1273	597 - 1273
ED CHAMPLIN	PETER PAUL	SAN BENITO	(415) 557 - 3077	597 - 3077
ED CHAMPLIN	PHIL KOHLENBERG	MONTEREY	(415) 557 - 3072	597 - 3072
RUTH KAVANAGH	CAMILLE JORDAN	MARIN	(415) 557 - 3192	597 - 3192
RUTH KAVANAGH	CAMILLE JORDAN	SAN FRANCISCO	(415) 557 - 3192	597 - 3192
RUTH KAVANAGH	CAROL MARSHALL	SAN MATEO	(415) 557 - 3073	597 - 3073
RUTH KAVANAGH	EVELYN MCGILL	ALAMEDA	(415) 557 - 3128	597 - 3128
RUTH KAVANAGH	EVELYN MCGILL	CONTRA COSTA	(415) 557 - 3128	597 - 3128
RUTH KAVANAGH	KATHY MECHEM	SANTA CRUZ	(415) 557 - 2149	597 - 2149
JOHN PANENKA	ARTURO MANETCON	MERCED	(916) 427 - 4930	466 - 4930
JOHN PANENKA	ARTURO MANTECON	MADERA	(916) 427 - 4930	466 - 4930
JOHN PANENKA	ARTURO MANTECON	MARIPOSA	(916) 427 - 4930	466 - 4930
JOHN PANENKA	CARIDAD HOOD	STANISLAUS	(916) 427 - 4928	466 - 4928
JOHN PANENKA	CARIDAD HOOD	TRINITY	(916) 427 - 4928	466 - 4928
JOHN PANENKA	CHARLES DANIEL	SIERRA	(916) 427 - 4923	466 - 4923
JOHN PANENKA	CHUCK DANIEL	COLUSA	(916) 427 - 4923	466 - 4923
JOHN PANENKA	CHUCK DANIEL	GLENN	(916) 427 - 4923	466 - 4923
JOHN PANENKA	DAVE TANAKA	AMADOR	(916) 427 - 4954	466 - 4954
JOHN PANENKA	DAVE TANAKA	BUTTE	(916) 427 - 4954	466 - 4954
JOHN PANENKA	DAVE TANAKA	LAKE	(916) 427 - 4954	466 - 4954
JOHN PANENKA	JIM MCCLELLAND	EL DORADO	(916) 427 - 4932	466 - 4932
JOHN PANENKA	JIM MCCLELLAND	PLACER	(916) 427 - 4932	466 - 4932
JOHN PANENKA	JIM MCCLELLAND	SACRAMENTO	(916) 427 - 4932	466 - 4932
JOHN PANENKA	JIM MCCLELLAND	YOLO	(916) 427 - 4932	466 - 4932
JOHN PANENKA	MICHAEL PEARSON	LASSEN	(916) 427 - 4931	466 - 4931
JOHN PANENKA	MICHAEL PEARSON	MODOC	(916) 427 - 4931	466 - 4931
JOHN PANENKA	RANDY ROBIN	DEL NORTE	(916) 427 - 4908	466 - 4908
JOHN PANENKA	RANDY ROBIN	SISKIYOU	(916) 427 - 4908	466 - 4908
JOHN PANENKA	RANDY ROBIN	SUTTER	(916) 427 - 4908	466 - 4908
JOHN PANENKA	RANDY ROBIN	YUBA	(916) 427 - 4908	466 - 4908
JOHN PANENKA	RON JIMENEZ	NEVADA	(916) 427 - 4973	466 - 4973
JOHN PANENKA	RON JIMENEZ	TUOLUMNE	(916) 427 - 4973	466 - 4973
JOHN PANENKA	SPENCER WONG	CALAVERAS	(916) 427 - 4925	466 - 4925
JOHN PANENKA	SPENCER WONG	PLUMAS	(916) 427 - 4925	466 - 4925
JOHN PANENKA	SPENCER WONG	SAN JOAQUIN	(916) 427 - 4925	466 - 4925
JOHN PANENKA	SUSAN FARRAR	SHASTA	(916) 427 - 4688	466 - 4688
JOHN PANENKA	SUSAN FARRAR	TEHAMA	(916) 427 - 4956	466 - 4956
JOHN PANENKA	DAVE TANAKA	ALPINE	(916) 427 - 4954	466 - 4954
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JERRY SHEA	DAVID WOOLCOTT	SAN LUIS OBISPO	(213) 744 - 2505	623 - 2505
JERRY SHEA	EDWARD CULP	RIVERSIDE	(213) 744 - 2505	623 - 2505
JERRY SHEA	EDWARD CULP	SAN BERNARDINO	(213) 744 - 2505	623 - 2505
JERRY SHEA	JAY HOROWITZ	FRESNO	(213) 744 - 2513	623 - 2513
JERRY SHEA	JOE SZALAJKO	INYO	(213) 744 - 2505	623 - 2505
JERRY SHEA	JOE SZALAJKO	KINGS	(213) 744 - 2505	623 - 2505
JERRY SHEA	JOE SZALAJKO	MONO	(213) 744 - 2505	623 - 2505
JERRY SHEA	PETER FORCE	SANTA BARBARA	(213) 744 - 2051	623 - 2051
STEVE DIMITROFF	DAN JOHNSON	ORANGE	(714) 558 - 4411	657 - 4411
STEVE DIMITROFF	JACK NOWELL	IMPERIAL	(619) 237 - 7601	631 - 7601
STEVE DIMITROFF	JACK NOWELL	SAN DIEGO	(619) 237 - 7601	631 - 7601
STEVE DIMITROFF	JERRY HAWBAKER	LOS ANGELES	(213) 744 - 2507	623 - 2507
STEVE DIMITROFF	JIM KIRCHGESSLER	TULARE	(213) 744 - 2505	623 - 2505
STEVE DIMITROFF	LINDA REED	VENTURA	(213) 744 - 2420	623 - 2420